WISP SʜᴇʟᴛᴇʀPᴏɪɴᴛ ғᴏʀ ᴛʜᴇ Tʜᴇ Sᴀʟᴠᴀᴛɪᴏɴ Aʀᴍʏ

CʜᴇCK-Iɴ

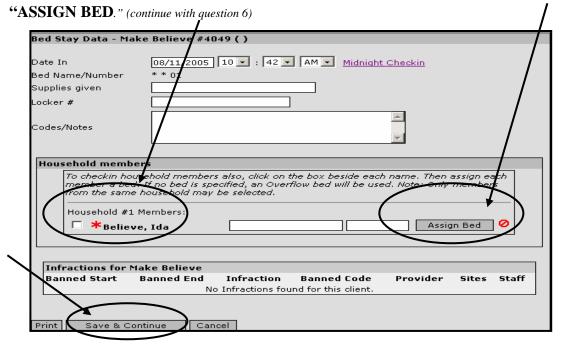1. **Click on an "EMPTY" bed.**

2. **Use the pull down "LAST PROFILE" to select either your CLIENT NAME or the name of an INDIVIDUAL IN THE CLIENT'S HOUSEHOLD** *(Note: It does not matter which name is selected - the name must merely associate with the household)*
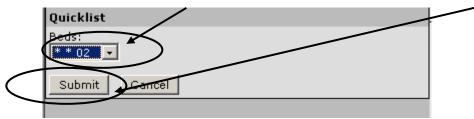
2. **Answer any of the relevant questions for the client you are checking into a bed.**

5. **Do either:**
   - **(A) If the CLIENT is SINGLE, then click "SAVE AND CONTINUE"** *(Note: go to question XX)*

   - **(B) If the CLIENT is PART of a HOUSEHOLD then PUT CHECKS in BOXES next to the names of INDIVIDUALS that will also be CHECKING INTO SHELTER. Then CLICK "ASSIGN BED**.*" (continue with question 6)*

6. **Use the BEDS "QUICKLIST" pull down to assign an empty bed, and then select "SUBMIT."**
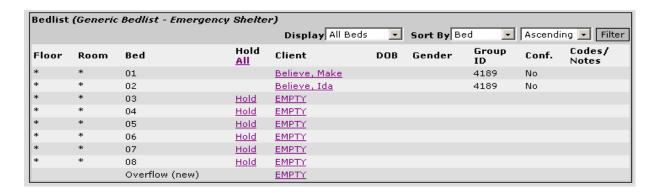

NOTE: **Continue assigning individuals to beds until all members of a household have a bed.**

7. **Click "Save & Continue" when all household members have been checked into a bed.**
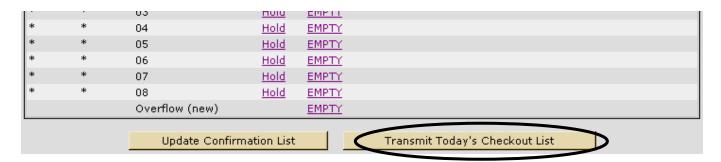
8. The Clients should appear in the beds that were selected.

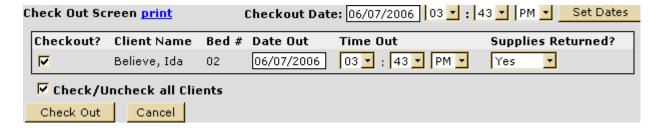| Bedlist *(Generic Bedlist - Emergency Shelter)*										
				Display All Beds ▾		Sort By Bed ▾	Ascending ▾	Filter		
Floor	**Room**	**Bed**	**Hold All**	**Client**	**DOB**	**Gender**	**Group ID**	**Conf.**	**Codes/ Notes**	
*	*	01		Believe, Make			4189	No		
*	*	02		Believe, Ida			4189	No		
*	*	03	Hold	EMPTY						
*	*	04	Hold	EMPTY						
*	*	05	Hold	EMPTY						
*	*	06	Hold	EMPTY						
*	*	07	Hold	EMPTY						
*	*	08	Hold	EMPTY						
		Overflow (new)		EMPTY						

CHECK-OUT

9. Click on TRANSMIT TODAY'S CHECKOUT LIST.

		03	Hold	EMPTY
*	*	04	Hold	EMPTY
*	*	05	Hold	EMPTY
*	*	06	Hold	EMPTY
*	*	07	Hold	EMPTY
*	*	08	Hold	EMPTY
		Overflow (new)		EMPTY

Update Confirmation List   Transmit Today's Checkout List

10. All clients currently checked into Shelter will appear on a list available for check out.

Check Out Screen print   Checkout Date: 06/07/2006 | 03 ▾ : 43 ▾ | PM ▾   Set Dates

Checkout?	Client Name	Bed #	Date Out	Time Out			Supplies Returned?
☑	Believe, Ida	02	06/07/2006	03 ▾ : 43 ▾	PM ▾		Yes ▾

☑ Check/Uncheck all Clients

Check Out   Cancel

11. Uncheck all clients who are still staying in the shelter.

12. Make sure the DATE OUT has the correct date the client checked out of shelter.

13. Click CHECK OUT.